

# **Indiana Wireless Enhanced 911 Advisory Board**

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**The Honorable Tim Berry**  
**Chairman**

## **WIRELESS CARRIER COST RECOVERY GUIDELINES and INSTRUCTIONS**

### **Cost Recovery Plan**

- Wireless carriers are required to submit a sworn and detailed cost recovery plan pursuant to the Enhanced Wireless Emergency Telephone Act, IC 36-8-16.5 et seq. (the “Act”). The plan should contain two separate components. The first component should detail expected monthly recurring costs (“MRCs”) for the development and provision of Phase I and Phase II service. The second component should detail expected one-time, non-recurring costs (“NRCs”) for the development and provision of Phase I and Phase II service. The Board can reimburse carriers for wireless enhanced 911 expenses once it approves a carrier's plan.

**Once the Board approves a carrier's plan, the carrier need not submit new or supplemental plans. However, a carrier must separately aggregate on a Cost Recovery Statement costs for items not previously identified on an approved cost recovery plan.**

- The plan must:
  - A.) Include the number of current subscribers in Indiana.
  - B.) Encompass MRCs and NRCs for all service areas in Indiana.
  - C.) Include an implementation schedule for Phase I and Phase II service.
  - D.) Include a sworn statement of the plan’s accuracy (using the following or similar language: “I swear or affirm, under the penalty of perjury, that the representations contained in the foregoing cost recovery plan are, to my knowledge, accurate.”).

### **Cost Recovery/Reimbursement**

- Once the Board approves its plan, a carrier may seek cost recovery. The Board accepts Phase I carrier cost recovery requests on such intervals (i.e., monthly, quarterly, etc.) as individual carriers desire. Board staff will review Phase I cost recovery submissions (described further below) as they are received and the Board will make disbursements as appropriate.

While carriers may submit Phase II cost recovery requests at any time (once the Board approves the carrier's plan), Board staff will only review these requests each June and December as part of the Board's bi-annual cost recovery review (as further discussed below). This bi-annual review is necessitated in part by the still-evolving and somewhat volatile Phase II costs incurred by many carriers combined with the Board's need to preserve the fiscal integrity of the wireless emergency telephone system fund. Prior to each bi-annual review, the Board may issue supplemental information about Phase II cost recovery issues, amounts available at that time for disbursement, etc.

- Generally, cost recovery reimbursement proceeds in the following manner:
  - A.) The Board will reimburse Phase I MRCs on a rolling basis as described above. Carriers seeking Phase I MRC reimbursement must provide a sworn, detailed invoice of Phase I MRCs pursuant to sections 38 and 42(a) of the Act. The Board will reimburse Phase II MRCs as described elsewhere in these guidelines.
  - B.) Pursuant to Board policy, the Board will reimburse, in lump sum, approved Phase I NRCs incurred in the development and provision of E911 service when the wireless carrier has deployed E911 service in at least one Indiana county. When seeking Phase I NRC reimbursement, please provide a sworn, detailed invoice of Phase I NRCs pursuant to and consistent with sections 38 and 42(a) of the Act. The payment of a full lump sum reimbursement is subject to the Board's responsibility to other wireless carriers and PSAPs and the fiscal integrity of the wireless emergency telephone fund. The Board will reimburse Phase II NRCs as described above.
  - C.) In June and December of each year, the Board staff reviews overall cost recovery financial data and Phase II cost recovery requests. Staff evaluates each carrier's wireless E911 implementation costs to determine whether such costs exceed the Board's cost recovery disbursements to each carrier. Any balance due from the Board will be reimbursed through future supplemental disbursements consistent with the Board's responsibility to other wireless carriers and PSAPs and the fiscal integrity of the wireless emergency telephone fund.

In order to participate in a bi-annual review, a carrier must file a Bi-Annual Cost Review Statement [Attachments A and A.1] specifying (1) the total actual NRCs and MRCs incurred and (2) the total cost recovery reimbursement received to date from the Board. Carriers should separate Phase I and Phase II costs and place them on corresponding Review sheets.

- D.) **Any time a carrier seeks cost recovery, it must provide documentation [Attachment B] supporting its cost recovery requests, such documentation to include contracts, invoices and other information sufficient to confirm dates, description, vendor/payee and amount of services/costs incurred.** (Note: If a carrier incurs MRCs pursuant to an ongoing contract, it need not submit the contract each time it seeks cost recovery. The carrier need only submit documentation reflecting costs incurred pursuant to the contract for the period at issue.)

**Finally, a carrier must submit evidence of payment confirming that it has actually incurred the costs for which it seeks reimbursement. Such evidence may be in the form of cancelled checks, EFT confirmation records, other appropriate business records, etc.**

- If Board staff finds a proposed plan or cost recovery submission lacks certain required information, staff will notify the affected wireless carrier and request additional specific information in order to complete the review and make a recommendation to the Board.

- The Board treats all proprietary information contained in wireless carrier cost recovery plans and review information as confidential under to sections 12 and 45 of the Act.

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- **Please direct carrier cost recovery submissions to:**

Duane Jasheway  
Chief Accountant  
Office of the State Treasurer  
242 State House  
Indianapolis, Indiana 46204

- **For questions, please contact:**

Duane Jasheway  
317/232-0140 or [djasheway@tos.state.in.us](mailto:djasheway@tos.state.in.us)

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